



104 W. 3rd Street Grove, Oklahoma 74344
(918) 786-6107 Fax (918) 786-8939
www.cityofgroveok.gov

**SPECIAL USE
PERMIT APPLICATION**

Application Fee: \$275.00 Zoning District: _____

Property Owner Name: _____

Phone: _____ E-mail: _____

Mailing Address: _____
City State Zip

Physical Address of the subject property: _____

City State Zip

Described intended Use of subject property: _____

Property Owner(s) – Please print

Property Owner(s) Signature

Property Owner(s) – Please print

Property Owner(s) Signature

Subscribed and sworn to before me this _____ day of _____, 2023.

Notary Public

My Commission Expires

SPECIAL USE PERMIT APPLICATION

The following documents must be submitted with the Special Use Application:

- _____ Proof of Ownership (warranty deed, quit-claim deed, etc.)
If the sale of the property is pending and contingent upon approval of a Special Use Permit (SUP), the potential buyer shall provide a written verification: Notarized statement or "Power of Attorney" from the current property owner, authorizing potential buyer to submit the application, if the SUP is approved, the permit will be transferable to the potential buyer upon the sale of the property.

- _____ List of names and mailing address of property owners within a three-hundred foot (300') radius of the boundaries of the subject property (may be obtained from Delaware County Assessor's office)

- _____ A Special Use Permit Plan drawn to an appropriate scale and containing the following:
 - ✓ Dimensions of the subject property, including easements and rights-of-ways, and location with respect to streets and adjacent properties;
 - ✓ Dimensions of buildings and located with respect to property boundaries;
 - ✓ Location and type of existing and proposed outdoor features such as signs, fences, pools, hot tubs, fences, landscaping or outdoor light fixtures;
 - ✓ Location of off-street parking, loading spaces and access drives;
 - ✓ Number of residential dwelling units;
 - ✓ Any other physical features or characteristics which may be unique to the subject property or particular use proposed;
 - ✓ Existing use of abutting/adjoining properties;
 - ✓ Existing Zoning of the subject property and the abutting/adjoining properties;
 - ✓ Location of existing and proposed public utilities;
 - ✓ Location of existing easements;
 - ✓ Building elevation drawings and construction materials when abutting a residential district.